

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD										3. Service		4. Employing Office Location		5. Duty Station		1. Agency Position No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		6. OPM Certification No.					
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive										13. Competitive Level Code		14. Agency Use CNIC					
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials		Date			
a. Office of Personnel Management																	
b. Department, Agency or Establishment																	
c. Second Level Review		Store Worker				NA		6914		04		SW		12-31-01			
d. First Level Review																	
e. Recommended by Supervisor or Initiating Office																	
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment										c. Third Subdivision							
a. First Subdivision										d. Fourth Subdivision							
b. Second Subdivision										e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)							
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature _____ Date _____										Signature _____ Date _____							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position							
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier										FWS JGS For Store Working 6914, TS-22 Sept 72							
Signature _____ Date _____										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)																	
b. Supervisor																	
c. Classifier																	
24. Remarks																	

25. Description of Major Duties and Responsibilities (See Attached)

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Store Worker

JOB SERIES: 6914

PAY LEVEL: NA-4

Summary of Duties: Performs a variety of tasks in handling, marking, and preparing displays of merchandise for selection by customers. Observes, counts and maintains stock levels on shelves. Lists items needed. Refills stock on shelves and display counters, matching brands, codes, numbers, or sizes of items on shelves or counters to list. Checks quantities of items received and sets aside those which are of unacceptable quality. Marks items with the proper selling price. Moves old stock toward front of shelf or rotating by stamped code date. Assists in inventories by counting stock on hand. Answers customers' questions concerning where items are displayed in the store or obtains items for customers from the backup storage areas, as requested. Performs other related duties as required.

Skills and Knowledge: Knowledge of the various kinds, sizes, and locations of stocked items, and how they should be displayed. Knowledge of the general characteristics of items handled in recognizing obvious poor or unacceptable quality or in identifying items by type, kind, or variety for pricing. Uses judgement in comparing the names and sizes of items on shelves, counters, or storage areas to those on order lists and price lists to locate stock. Must be alert for and report obvious shortages, damages, or spoiling of incoming items.

Responsibility: Supervisor provides instructions as to assigned area and work to be done. Carries out repeated assignments with little review during progress of the work. Supervisor explains new or unfamiliar procedures and provides price changes. Completed work is checked to see that instructions have been followed

Physical Effort: Walks, stands, bends, or stoops and moves arms in filling shelves and counters. Lifts or moves heavy boxes or crates frequently weighing up to 50 pounds and occasionally over 50 pounds.

Working Conditions: Store areas are well lighted and maintained at a comfortable temperature, however, aisles are often crowded with customers. Some workers are frequently exposed to differences in temperatures in storing or obtaining items. Exposed to hot or cold weather or damp and drafty conditions when working in storage areas. There is danger of minor injuries such as cuts, scrapes, and bruises. Must wear issued protective gear.